

~~SECRET~~

3 September 1974

MEMORANDUM FOR: Chief, Position Management and
Compensation Division, OP

SUBJECT : Staffing Complement Adjustment
Office of Finance

25X1A 1. In accordance with your request at our meeting on 21 August 1974, the attached reflects establishment of three (3) additional GS-07 positions in the Central Travel Branch, Certification and Liaison Division to handle the travel-related workload of the DD/O Directorate. One (1) GS-07 position is added to the Interview and Assistance Section which handles overseas PCS and TDY travel [REDACTED]. Two (2) GS-07 positions are to be added to the Audit and Transportation Section which handles audit of domestic TDY [REDACTED] vouchers, transportation and storage on a world-wide basis, airline billings and transportation requests, etc. 25X1A

2. The ceiling for the above three (3) positions is to be taken from the [REDACTED], Compensation and Tax Division in accordance with our discussions at the aforementioned meeting. 25X1A

3. The attached also reflects upgrading the two (2) GS-08 supervisors to GS-09 and one (1) GS-06 worker level to GS-07 which you had indicated had been approved at these levels in your recent survey.

25X1A

[REDACTED]
Administrative Officer
Office of Finance

Attachment
As stated above

Distribution:
Original & 1 - Addressee w/att
1 - OF/SS

E2 IMPDET
CL BY: 000289

SSisk:mel

~~SECRET~~

25X9

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080029-1

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080029-1